



DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

MASTER FILE

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 5560.2D  
N03LC  
04 OCT 1999

NAVPHIBASELCREEK INSTRUCTION 5560.2D

Subj: PROCEDURES FOR REGISTRATION AND MARKING OF NON-GOVERNMENT OWNED MOTOR VEHICLES

Ref: (a) OPNAVINST 5560.10  
(b) OPNAVINST 11200.5C  
(c) SECNAVINST 1740.2D  
(d) NAVPHIBASELCREEKINST 5530.5A

Encl: (1) Placement Diagram for Decalcomania

1. Purpose. To establish standard procedures for registering and marking privately or commercially owned motor vehicles of military and civilian personnel, or of individual and corporate members of the public, for such vehicles to be operated onboard Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 5560.2C is hereby cancelled.

3. Background. All non-government owned motor vehicles authorized to operate onboard Naval installations must be registered in accordance with references (a), (b), and (c). Reference (a) established standardized procedures for the registration and marking of such vehicles use of windshield/bumper decalcomania.

4. Registration Requirements. Registration procedures provide for a maximum use of personal certifications on the application form (OPNAV Form 5560/1) and are available at the NAVPHIBASE LCREEK Pass/Identification Office, located in the West wing of Boone Medical Clinic (building 3505). In addition to completion of the OPNAV Form 5560/1, with personal certifications thereon, the applicant must possess the following requirements:

- a. Suitable DOD or other personal identification.
- b. Evidence of vehicle registration.
- c. Valid state drivers license.
- d. Evidence of satisfactory completion of a current safety and mechanical vehicle inspection by state or jurisdiction in which the vehicle is licensed or located. Vehicles registered

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in states not requiring vehicle safety inspections on at least an annual basis will display a valid Virginia state vehicle safety inspection sticker on the windshield.

e. Certify to the continuing possession of motor vehicle insurance issued by an authorized insurer in the minimum amounts of \$10,000 property damage and \$25,000/\$50,000 public liability, as required by the Virginia Financial Responsibility Law.

5. Application. Standard decalcomania is intended only for gate access and perimeter control; they do not necessarily serve as personal identification, or for any other purpose, such as parking or admittance to security or limited access areas.

6. Significance of primary colors. Basic decalcomania are issued in four colors as follows:

a. Blue - to active duty, reserve, and retired commissioned officers, warrant officers, and their widows/dependents.

b. Red - to active duty, reserve, and retired enlisted personnel, including Fleet Reservists, their widows/dependents.

c. Green - to all civilian employees and individual or corporate/business members whose vehicles are authorized onboard NAVPHIBASE LCREEK.

d. White - contracted civilians.

7. Significance of Auxiliary Decalcomania. With each basic decalcomania, there will be issued auxiliary decalcomania indicating the month (by digit) and terminal year (by digit) of expiration. Where appropriate, additional ancillary decalcomania will be issued as follows:

- |                               |                             |
|-------------------------------|-----------------------------|
| a. Flag officers - Navy       | White star(s) on blue field |
| Marine                        | White star(s) on red field  |
| b. Captain - Navy             | Black eagle on white field  |
| Colonel - Marine              | White eagle on red field    |
| c. Master Chief Petty Officer | MCPO insignia               |
| d. Senior Chief Petty Officer | SCPO insignia               |
| e. Chief Petty Officer        | CPO insignia                |

8. Standard placement. All decalcomania will be affixed to the windshield behind the rear view mirror, or on the front bumper on the drivers side. If placed on the bumper it must be located so that it can be easily seen by any gate sentry. For motorcycles

it shall be affixed to the left front shock absorber or fork, above the top of the wheel. Virginia state law allows only a 4" x 2" decal to be attached to the windshield. Therefore, rank or rating indicators will be physically attached to the back side of the rear view mirror. Proper placement of all decalcomania is shown in enclosure (1).

9. Validation Periods

a. Active duty personnel - decals will be issued to the expiration of the members I.D. card, not to exceed 3 years.

b. Reserve military personnel undergoing training at NAVPHIBASE LCREEK decals will be issued to the expiration of the I.D. card, not to exceed 3 years.

c. Retired military - 3 years.

d. Civilian employees - decals will be issued to the expiration of the I.D. card, not to exceed 3 years.

e. All others (vendors, agent assist, contractors) - decals will be issued up to 1 year depending on the contract.

10. Surrender. All registration decalcomania remain the property of the Department of the Navy. They must be removed and surrendered to an appropriate Pass and Identification Office at the date of expiration, or if earlier termination of authorization by responsible authority. Despite any previously authorized expiration date, an authorization automatically expires upon discharge or release from active service, or 90 days after reporting to a subsequent duty station or area. Upon sale, transfer of title, or other disposal of the vehicle, the decalcomania must be surrendered to the issuing agency.

11. Suspension of On-Base Driving Privileges

a. Temporary Suspension: When an individual's on-base driving privileges are temporarily suspended, the expiration decalcomania will be removed by NAVPHIBASE LCREEK Security Department personnel. Temporary suspension will be imposed as a result of the following:

(1) Traffic Court decision rendered by the NAVPHIBASE LCREEK Deputy Precinct Commander or Precinct Commander.

(2) Violation of applicable vehicle registration and operating requirements as cited in paragraph 4 above. Upon expiration of the temporary suspension period, a new application will be submitted, listing the number of the basic decalcomania, and a new expiration decalcomania will be issued.

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b. Permanent Suspension. If on-base driving privileges are permanently suspended, the entire decalcomania will be removed immediately. This action will be rendered by the NAVPHIBASE LCREEK Staff Judge Advocate.

12. Action. Addresses are requested to give widest dissemination of the contents of this instruction.

The NAVPHIBASE LCREEK Security Officer will ensure enforcement of the provisions contained herein.

  
W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

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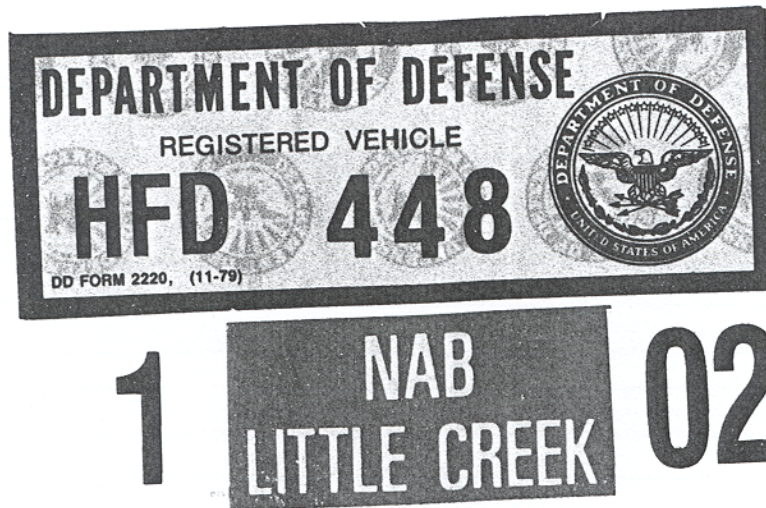
Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa court Suite 100

Norfolk, VA 23521-3297

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PLACEMENT DIAGRAM FOR DECALCOMANIA

1. All decalcomania will be affixed to the windshield behind the rear view mirror, or on the front bumper on the drivers side.